

INDEX

to

Bibliographic Description of Rare Books

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Rare Books



The John Carter Brown Library

1987



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Rare Books



Compiled by
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*The John Carter Brown Library
Providence, Rhode Island
1987*



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PREFACE

In 1981 the Library of Congress published *Bibliographical Description of Rare Books* (BDRB) as a supplement to chapter 2 of the *Anglo-American Cataloguing Rules* (2nd ed.), known as AACR 2. BDRB offered the Library of Congress's own interpretation of cataloguing procedures to be used for works published before 1801.

The refinements and rules in BDRB may be applied by any institution engaged in cataloguing books and need not be confined to works published before 1801. On the other hand, some of the rules in BDRB may be too detailed for the requirements of some institutions, or for some categories of materials within those institutions; hence, selectivity in the use of these rules may be desirable. In any case, the preface to BDRB stresses that the rules therein are supplementary to AACR 2, not a replacement for that work.

There are differences in the two sets of rules, however, both in emphasis and in the arrangement of information taken from the work being catalogued. According to BDRB, several elements of data may be transcribed as they appear, without the transposition called for in certain cases under AACR 2. It was even felt necessary to add a supplementary glossary to BDRB to explain terms not included in AACR 2.

Soon after the publication of BDRB, it was recognized that the usefulness of the work would be greatly increased by the inclusion of an index. An informal discussion between a Library of Congress staff member and a former president of the Athenaeum Group, which is an informal organization of administrators and cataloguers from New England libraries with rare books, led to a search for such an indexer. Happily, David M. Rich, cataloguer of Special Collections materials at the Brown University Library, agreed to undertake the task, under the sponsorship of the Athenaeum Group (Stephen R. Young, Yale University Library, Chair).

The arrangement of the Index is discussed in detail in Rich's Introduction. There are in fact two indexes: first a general index of terms applicable to all relevant materials, followed by a supplementary index of terms relevant to single sheet publications (e.g. broadsides, broadsheets). All terms in the supplementary index are also included in the general index. Both indexes have been compiled with the object of enabling a cataloguer to locate quickly a particular rule using any one of several approaches.

This work was produced with the indispensable assistance of a graduate student in Portuguese and Brazilian Studies at Brown University, Dagmar Schaeffer, who did the keyboarding, and Michael McDonald, the University's specialist in electronic publishing, who transformed the data into camera-copy ready for the printer. We thus make use of modern tools the better to deal with ancient books.

Norman Fiering
Director and Librarian
John Carter Brown Library



INTRODUCTION

This index to *Bibliographic Description of Rare Books* (BDRB) covers the rules themselves (everything in sections 0-9) and the glossary (pp. [61]-62), but not the preface (pp. [v]-vii) or the examples (pp. [55]-60). It also includes references to the definitions in the glossary issued as Appendix D of *Anglo-American Cataloguing Rules*, 2nd ed. (Chicago: American Library Association, 1978). Thus, all index entries refer either to rule numbers, or to pages of the BDRB glossary, or to AACR 2 Appendix D.

The purposes of this index are (1) to enable a cataloger to locate a particular rule, and (2) to assist cataloging agencies in deciding which rules to apply.

The arrangement of the *Index* is similar to that used in K.G.B. Bakewell's index to AACR 2; acknowledgment is hereby gladly made for similarities in wording as well as in arrangement. The two indexes are intended to be used in conjunction whenever it is necessary to refer from one set of rules to the other. They both use headings and, where necessary, subheadings to group entries under commonly occurring terms. "See" and "see also" references are provided between headings. However, direct entry is preferred to a "see" reference when an entry is short. In this index, an inverted heading such as "Titles, alternative" is usually repeated in direct form ("Alternative titles") where there is only one entry. This is also true when alternative terms are employed, such as: "Boxes" and "Cases"; "Bibliographic history notes" and "Notes on edition and bibliographic history of item." When there are two or more entries, including "see also" references to other headings, one form of heading has been selected, with "see" reference(s) from other form(s).

Headings have been broken down in the *Index* so that there rarely are more than five references to rules in one sequence: "Bibliographic history notes" is one of the longest entries with eight references. Individual reference works such as Charles Evans's *American Bibliography* and the *Gesamtkatalog der Wiegendrucke* are not indexed. To find out which specific works are cited, search should be made under headings such as "Reference sources," "References' notes," or "Incunabula," as appropriate.

Special characteristics of this index

Bibliographic Description of Rare Books provides many optional rules, indicated by such

words or phrases as "optionally," "if desired," "if it is considered important," and phrases containing the word "may." The *Index* collects all such references in a comprehensive list of "Optional Rules," as a guide to cataloging agencies that wish to define their own policies on options. There is also a heading, "Notes, optional," and the practice of using the words "option to" at the beginning of subheadings to other terms.

The "Notes" group of terms is also treated somewhat differently from the similar group in AACR 2. First the heading "Notes" itself is used more selectively here than in AACR 2. While major topics such as areas and "statements" are covered, relatively minor topics such as "Adaptations" and "Advertisements" are only searchable under the terms themselves. Unlike the practice in the AACR 2 index, the type of heading, "[Subject], notes on," is not used; inclusion of a subject always includes references to notes on that subject where they exist. As for the "Notes" heading itself, there are two main sequences, "Notes on [subject]" and "Notes, optional, on [subject]." If a cataloger is searching for references to notes on a specific subject, he or she should search first in one list and then the other; if not found in either, then likely terms for the specific subject should be searched. It should be observed that the "Notes, optional, on" list is intended to be comprehensive.

Specific marks of punctuation are *all* separately indexed, e.g. "Colon, use of"; "Period, use of." The heading, "Punctuation of description," although the same as in AACR 2, contains general entries only. The headings, "Omission, marks of," "Semicolon," and "Square brackets" contain entries beginning with the words "not used"; these are included to advise the cataloger when *not* to use the punctuation mark when logically there might appear to be good reason to use it!

The *Index* has been compiled with the object of enabling a cataloger to locate a rule from any one of several approaches, within the limitations already mentioned. For instance, a cataloger wishing to know how to handle *typographical ornaments* such as head-pieces and vignettes may locate information under "Ornaments, typographical"--having been referred perhaps from "Typographical ornaments," since there is more than one entry under this heading. If alternatively the cataloger had looked under "Illustrations," he or she would have found the entry, "typographical ornaments not regarded as

[illustrations], 5C1." If the approach were made from the "Notes" angle, relevant information may be found under "Notes, optional, on typographical ornaments, 5C1, 7C10." Since this last reference includes the word "optional," there must be a listing such as "Optional rules, noting typographical ornaments, 5C1, 7C10." If however the note on typographical ornaments had been mandatory, there would probably have been no entry under "Notes on," because it is a minor topic.

In making the *Index* the compiler became aware of differences both in terminology and in spelling between *Bibliographic Description of Rare Books* and AACR 2. BDRB has been designed for American and Canadian audiences, and employs North American terminology and spelling where AACR 2 may have opted for a British alternative. For instance, where AACR 2 uses the British term "full stop," BDRB consistently uses the American term "period." Similarly, AACR 2 rule 1.1F7 refers to "titles of nobility, address, *honour*, and distinction," while the similar BDRB rule 1G7 changes the spelling of the fifth word to "*honor*" (underlining supplied by the compiler). American terms and spelling have always been adopted in this index.

*Some suggestions for improvement of
Bibliographic Description of Rare Books.*

In making this index the compiler became aware of some errors, inconsistencies, and needs for explanations in the text and glossary of BDRB. These are briefly described here in the following order: items of general application; specific items by area (excluding those relating to single sheet publications); items relating to single sheet publications, following the same pattern (general, then specific by area). The reader who is unconcerned with these issues need read no further in this Introduction. All of the information required for making effective use of the *Index* is contained in the above section.

1. Since the glossary to BDRB does not contain the term "collection," it is assumed that the user should use the definition found in AACR 2. The definition of "Collection" as given on p. 564 of AACR 2 is as follows: "If by one author: three or more independent works published together. If by more than one author: two or more independent works or parts of works published together and not written for the same occasion or for the publication in hand." This definition, however, is not adequate to justify the use of the term "collection" in BDRB rules 4A6 and 5B19, for example, where it is used in connection with items of varying character, and in 4A6 also with items with different imprints. The *ALA Glossary* (Chicago,

1983) may be usefully consulted in revising the definition of "collection" for BDRB.

2. The terms "original title," "subordinate titles," and "subsidiary titles" are used in BDRB. They need to be defined, since they are found neither in the glossary to AACR 2 nor in the glossary to BDRB.

3. *Rule 1B7.* The parenthetical comment, "(Title page reads: Part one. Faust)," is actually an example of a *note*, and has been so indexed. It would have been better given in the form, "Note: Title page reads: Part one. Faust, since the rule calls for a mandatory note to be made in the situation illustrated.

4. *Section 2, Edition area.* There are no specific provisions for the correction of fictitious or erroneous information in the edition area. In this respect BDRB follows the example of AACR 2! BDRB does provide guidance for correction in a general sense (BDRB 0G; cf. AACR 2 1.0F), in a section which is primarily concerned with accuracy in the title and statement of responsibility area. The publication etc., area has specific provisions in both sets of rules (BDRB 4A3, 4B9, 4C5 and 4D5; cf. AACR 2 1.4B7 and 1.4F2).

5. *Section 3, Material (or type of publication) specific details area.* The heading on p. 24 of BDRB omits the word "details," which appears in the corresponding rule, AACR 2 1.3. The section has been indexed using the fuller form.

6. *Section 4, Publication, etc., area.* Throughout BDRB, the term, "Publication, etc., area," is used in preference to the form in AACR 2, "Publication, distribution, etc., area." There is one location in which the fuller form has been used: BDRB rule 0D, Prescribed sources of information. This is evidently an oversight.

7. *Rules 4A5 and 4D1.* The first rule says: "Generally transcribe imprint information in full as it appears in the publication, except where omissions are indicated in the following rules. . . . *Indicate all omissions* in the publication, etc., area *by the mark of omission*" (compiler's underlining). However there is no provision for using the mark of omission in the statement of date of publication (4D1 and following rules). Rule 4D1 tells the cataloger to "Omit phrases such as 'printed in the year' and 'anno'," but does not mention the mark of omission. Note 5 at the foot of p. 31 and the fourth example, "1614" as transcription of "Anno gratiae MDCXIV," appear to indicate that the mark of omission should not be used.

So the index entry under "Omission, marks of" tentatively reads "not used in omitting words and phrases from date of publication, 4D1." Either rule 4A5 should be reworded to take account of this exception to its provisions, or the examples referred to should be rewritten. It should be noted that when the date of publication or printing appears *within either the place or publisher statement*, the date is omitted and its omission indicated by the customary mark (see third paragraph of 4D1).

8. *Rules 5B1 and 5B17-5B19.* In these rules there is no specific provision for the use of the terms "parts" or "pamphlets" in the extent statement. This may be deliberate, since a list of terms is provided in AACR 2 rule 2.5B18. However it would be helpful to have a listing of at least the most common terms somewhere in this section of BDRB. Some of the definitions might need to be changed. It is doubtful for instance if the definition of "Parts" as "... bibliographic units intended to be bound several to a volume, especially if so designated by the publisher" (AACR 2 rule 2.5B18) would satisfy many rare book catalogers, who may often encounter an early work divided into "parts" which in a modern work would be more appropriately described as "volumes."

9. *Single sheet publications: definition of "folder."* The glossary to BDRB defines *folder* as "A sheet folded into four or more numbered or unnumbered pages so imposed that they are to be read in sequence when the sheet is unfolded." This excludes folded sheets such as the following: a sheet issued in folded form, but designed to be used unfolded, at least on one side. For instance, a sheet may have pages of text on one side and one large map on the other. Is this not also a "folder"? (See also section 12 below for further discussion of this particular case.) It appears that BDRB follows a similar definition in the *ALA Glossary*, but it seems too restrictive. However, L.M. Harrod's *The Librarian's Glossary*, 4th rev. ed. (Boulder, Colo., 1977) defines *folder* as "I. A publication consisting of one sheet of paper folded to make two or more leaves but neither stitched nor cut". Since the term "folder" is not used in the extent statement, a definition more acceptable to single sheet publication catalogers could be devised without radical revision of the Rules.

10. *Single sheet publications: rule 1F.* In the opinion of catalogers of single sheet publications at Brown University, the list of first elements to be omitted from transcription, found on p. 14-15, is too prescriptive as written. There are occasions when the cataloger might want to include an element from this list, even though it "is not integrated with the succeeding material."

11. *Single sheet publications: rules 5B1 and 5B3.* In rule 5B1 one is told to describe a folder as "1 folded sheet." However, the last example in 5B3 reads: 1 folded leaf ([5] p.). It is then described as a folder. This evidently is an error, and should read: 1 folded sheet ([5] p.). A "folded leaf" is defined in the *ALA Glossary* as "A wide leaf bound in at one edge and folded one or more times to fit within the fore-edge." The term is so used in rule 5B11.

12. *Single sheet publications: rule 5D4.* The second sentence reads: "When a normally imposed sheet is issued in folded form, but designed to be used unfolded (e.g., with the chief part occupying a whole side of the sheet), add the dimensions of the sheet when folded." What is meant here by "normally imposed sheet"? If it means "a sheet imposed in the manner of a printed monograph, such as a folio, quarto, etc.," then it would seem to be impracticable to unfold such a sheet for use in the manner illustrated in the example. If however it means "a sheet imposed so that pages may be read in sequence when the sheet is unfolded," then there is no problem. On one side of the sheet there may be either text, or blank space, or both; on the other side there may be one large illustration such as a map or plan. If the words "normally imposed" are deleted from the rule, then there is no problem: the context makes it plain how the sheet has been imposed, or at least that is how it appears to the compiler.

In the second paragraph the term "normally imposed" appears again: "When a sheet is issued in folded form with multiple pages (excepting a normally imposed single-folded sheet), describe it as '1 folded sheet'." Here it would seem that "normally imposed" means "imposed in the manner of a printed monograph," which is what one would expect it to mean. If so a cataloger confronted with the "exceptional" case of a "normally imposed" single-folded sheet, with all four pages printed and numbered in arabic, would describe it as "4 p." One further point: not only a single-folded (folio) sheet would be an exception to the rule: a double-folded (quarto) or triple-folded (octavo) sheet would also be exceptions. If the word "single-folded" is deleted, then the rule provides for these eventualities.

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Abbreviations used in this Index.

App.	Appendix (to AACR 2)
introd.	introduction
t.p.	title page



A

AACR 2, 0A

Abbreviations

expansion, 0J2

general rules, 0J

in edition statement, 2B1, 2B4

in signatures note, 7C9

more than a single letter, 0K

of place name in source, 4B5

of supplied name of country, etc., in publication,
etc., area, 4B4

periods following, 0E

see also Initials

Academic degrees, honors, etc., omitted from state-
ment of responsibility, 1G8

Academic disputations

statement(s) of responsibility for, 1G4

see also Praeses (academic disputations);

Respondent (academic disputations)

Academic dissertations, see Dissertations

Accompanying material

excluded from numbering in extent statement,
5B17

general rules, 5E

option to describe such material independently
or mention in note, 5E1, 7C11

option to give physical description after its
name, 5E1, 7C11

supplementary items recorded as, 9B

Accompanying material statement, definition, p. 61

Acronyms, see Initials

Adaptations, 7B4, 7C2

Additions to bibliographic description, see Words or
phrases

Address, titles of, in statement of responsibility,
1G7

Address of printer as substitute for name of printer
in source, 4B11, 4C2, 4C4

Address of publisher, etc.

as substitute for name of publisher in source,
4B11, 4C2, 4C4

option to include in publisher statement, 4C2

Advertisements, 5B1, 7C1

Alternative titles, 1B3

Anglo-American Cataloguing Rules (2d ed.), 0A

"Anno", and similar words, omitted from date of
publication, etc., 4D1

Announcements in title page transcription, 1A2

Appendices, subsidiary texts, etc., 1B2, 1G14, 2C3

Arabic numerals

and roman numerals in same sequence of pagi-
nation, 5B5

pagination, 5B2

substituted for chronograms in date of publica-
tion, etc., 4D1

substituted for roman numerals in date of publi-
cation, etc., 4D1

substituted for words in edition statement, 2B1

substituted for words or characters in pagina-
tion, 5B2

Area, definition, AACR 2, App. D

Areas of description

nonessential or peripheral information, 0E, 1A2

nonuse of prescribed punctuation where area is
not present, 0E

separation by period-space-dash-space, 0E

Author as publisher and publisher statement, 4C11

Author statement, see Statement of responsibility;
Statement of responsibility relating to edition

Autographs, 7C18

Availability, terms of, 1A2, 8

Avant-titre

as part of title proper, 1B2

definition, p. 61

B

Bibliographic citations, etc.

for incunabula, 7C14

in notes, 4A5, 7B3, 7C14

list of mandatory sources, 7C14

Bibliographic description

additions, see Words or phrases

basic rule, 0B

of work based on imperfect copy, 0B2, 5B16,
7C18

definition, p. 61

general rules, 0A-0K

Bibliographic history notes, 2A2, 2B5, 2B7, 7B4,
7C7, 7C12-7C13, 7C19

Bindings, 7C18

Black as a color in illustration statement, 5C3 (note
7)

Blank leaves or pages, 5B1, 5B3, 5B7, 7C10

option to count for works created after 1800, 5B3

Bookseller in publisher statement, 4C1

Boxes, 5B1, 5B17

Brackets, square, see Square brackets

Broadsheets, see Single sheet publications

Broadsides, see Single sheet publications

C

Calendars and date(s) of publication, etc., 4D2-4D4
 Cancel slips, 4A4, 7C8
 Cancels, 5B1
 Capitalization
 general rules, 0H
 roman numerals, 0H
 Caption title, 1F, 7C3
 definition, AACR 2, App. D
 single sheet publications, 1F
 Carrier's addresses, date(s) of publication, etc., 4D1
 Cases (printed monographs), 5B1, 5B17
 Charts as illustrative matter, 5C2
 Chi, use of, in signatures note, 7C9
 Chief source of information, 0C, 1F
 definition, AACR 2, App. D
 title page, 0C
 Chief title
 definition, p. 61
 transcription, 1B8
 Chronograms, 4D1
 option to record in note when date of publication,
 etc., is given in arabic numerals, 4D1
 Citation notes, 4A5, 7C14
 Citations, bibliographic, *see* Bibliographic cita-
 tions, etc.
 Coats of arms as illustrative matter, 5C2
 Collections
 of varying character
 option to itemize or describe pieces in note,
 5B19
 physical description area, 5B19
 publication, etc., area, 4A6
 with collective title, single sheet publications,
 1F1
 with varying imprints, 4A6
 without collective title
 punctuation between titles of parts, 1E1
 recording edition statement(s) in title and
 statement of responsibility area, 2F1
 recording individual titles, 1E1
 recording titles of works not named on t.p., 1E2
 single sheet publications, 1F2-1F3
 use of "with" notes when parts are cataloged
 separately, including optional rule, 7C19
 without meaningful title, option to devise title,
 1E2
 Collective title
 as title proper of single sheet publication, 1F1
 definition, AACR 2, App. D
 Colon, use of
 in "references" notes, 7C14

preceding illustration statement, 5A1
 preceding main content of note following intro-
 ductory wording, 7B1
 preceding names of publishers, etc., 4A1
 with other title information, 1A1
 with signatures note, 7C9
 Colophon
 as source of information, 0D, 1G1, 2A2, 4A2,
 4C6, 7C3, 7C8
 definition, AACR 2, App. D
 Color printing, 7C10
 Colored illustrations, 5C3
 see also Hand-colored illustrations
 Columns, number of, 5B1, 7C10
 option to give number of columns, number of
 lines, and type measurements for post-1500
 works, 7C10
 Comma, use of
 general rules, 0E
 preceding date of publication, 4A1
 preceding subsequent edition statement, 2A1
 Containers, 5B1, 5B8, 5B17, 5B21
 Contents notes, 1D2, 1F1-1F2, 5B18-5B19, 7C16,
 7C19
 single sheet publications, 1F1-1F2
 Contraction, marks of, expansion, 0J2, 7C9
 Copy numbers, 7C7, 7C18
 Copy-specific notes, 0G, 7C7, 7C18
 Copyright date, 4D7-4D8
 option to record early copyright date in note, 4D7
 (note 6)
 Cuts, 5C1

D

Dashes, use of
 in paragraphing, 0E
 replacing mark of omission in transcription, 0E
 Data, inseparably linked, *see* Inseparably linked
 data
 Date(s) of printing, 4E2-4E3
 Date(s) of publication, etc.
 approximation where unknown, 4D8
 arabic numerals used, 4D1
 as part of another area, 4D1
 as part of another element, 4D1
 carrier's addresses, 4D1
 Christian dates without calendar month, 4D2
 chronograms, 4D1
 copyright date and publication date, 4D7-4D8
 day and month recorded, 4D1-4D3
 fictitious or incorrect information, 4D1,
 4D5-4D6, 4D10, 4E3

formalized form following nonstandard form
 recorded from source, 4D1-4D5
 general rules, 4D
 incorrect printing date on t.p. and correct publication date elsewhere, 4D6
 Julian calendar dates, 4D3-4D4
 long statements, 4D5
 non-Christian dates, 4D2
 option to record in form in which it appears, 4D1
 option to record in order in which it appears, 4D1
 proclamations, 4D1
 supplied, 4D7-4D8
 transitional dates (Julian and Gregorian), 4D4
 two or more dates
 multipart items or multivolumed works, 4D9-4D10
 option to record in note, 4D9
 selection of title page, 0C2
 unpublished or miscellaneous collections, 4A6
 Date(s) of reprinting, 4E2
 Dedications (early printed monographs), 1A2, 7C6
 Description, bibliographic, *see* Bibliographic description
 Description, language of, *see* Language of description
 Description, script of, *see* Script of description
 Device, publisher's, *see* Publisher's device
 Devised title, *see* Supplied title
 Diacritical marks, 0H
 Diagonal slash, use of
 preceding first statement of responsibility, 1A1
 preceding first statement of responsibility relating to edition, 2A1
 preceding more than one statement of responsibility, 1E1
 Dimensions, *see* Size
 Discontinued publications, 5B22
 Dissertations, 7C13
 revisions or abridgments, 7C13
 Distributor
 as publisher, 4 (introd.)
 definition, AACR 2, App. D
 in publisher statement, 4C1
 Double leaf, definition, AACR 2, App. D
 Double leaves, 5B12
 Double pagination (same pages), 5B15
 Double punctuation in description, option to use, 0E
 Duplicated pagination (different pages), 5B13

E

Edition
 definition, p. 61
 first, statement(s) of responsibility for, 2C2
 limited, 7C7, 7C18
 Edition area
 general rules, 2A-2F
 preceded by period-space-dash-space, 2A1
 prescribed sources of information, 0D, 2A2
 punctuation, 2A1
 statements of responsibility, 2C-2F
 Edition statement
 and element(s) from another area, 2B6, 2B8
 appendices, etc., 2C3
 general rules, 2B-2F
 identification, 2B2-2B3
 in another area, 2B6
 in publications without collective title, 2F1
 issues or impressions, 2B2
 subsequent edition statement(s), 2D-2F
 supplied from reference source recorded in note area, not edition area, 2B5
 two or more statements in more than one language or script, choice of, 2B9
 Edition statements, parallel, option to record, 2B9
 Element, definition, AACR 2, App. D
 English, use of, in recording data, 0F, 4B4, 4B8, 4B10-12, 4C6
 Engraved title page
 as chief source of information, 0C2
 not regarded as an illustration, 5C1
 see also Illustrated title page
 Engravings, 5C1
 Epigrams in title page transcription, 1A2
 Equals sign, use of, preceding each parallel title, 1A1, 1C
 Errata leaves, 5B1, 7C11
 Errors in item
 incorrect numbering of pages or leaves, 5B4
 incorrect publication information
 dates of publication, etc., 4D1, 4D5-4D6, 4D10, 4E2-4E3
 general rules, 4A3-4A4
 place of publication, 4B9
 publisher statement, 4C5
 transcription of misprints, 0G
 see also Fictitious publications, etc., details
 "et al.", use of, 1G5
 Exclamation point, use of, preceding mark of omission, 0E
 Explanatory words or phrases, *see* Words or phrases

Extent, statement of
 changes in numbering within a sequence, 5B5
 double pagination (same pages), 5B15
 duplicated pagination (different pages), 5B13
 expansion to include additional data within
 parentheses, 5B1
 expansion to include blank leaves, 5B3
 folded and double leaves, 5B11-5B12
 general rules, 5B
 imperfections, 5B16
 incorrect information, 5B4
 interrupted sequences, 5B3
 leaves or pages of plates, 5B10-5B11
 lettered and other nonnumeric sequences, 5B2
 loose-leaf publications, 5B9
 multipart items, 5B17-5B22
 multiple sequences, 5B8, 5B20-5B21
 numbering in opposite directions, 5B14
 option to itemize or describe pieces of collection
 in note, 5B19
 option to record multiple sequences in note, 5B8,
 5B20-5B21
 option to record pagination of each physical unit
 of multipart items, 5B20-5B21
 parts of larger sequences, 5B6, 5B15
 single sheet publications, 5B1, 5B3, 5B17, 5D4
 unnumbered leaves or pages within numbered
 sequences, 5B2
 unpaginated volumes, 5B7

F

Facing pages (title page information), 0C1-0C2
 Facsimiles as illustrative matter, 5C2, 5C4
 Fascicle, definition, AACR 2, App. D
 Fascicles, 5B17
 Fictitious publication, etc., details, 4A3, 4C5, 4D5
 Fingerprint, 8 (note)
 definition, p. 61
 First edition, statement(s) of responsibility for, 2C2
 Folded leaves, 5B11, 5C7
 Folded sheets
 extent, 5B1, 5B3, 5D4
 size, 5D4
 Folder, definition, p. 61
 Folders, 5B1, 5B3, 5D4
 Foliation (by count of leaves), *see* Extent, state-
 ment of; Pagination
 Foliation (by signature), 7C9
 Format, 5D1
 definition (as "Format (Texts)"), AACR 2, App.
 D

option to give for works created after 1800, 5D1
 Forms as illustrative matter, 5C2
 French folds (as separate publications), *see* Single
 sheet publications
 Full stop, *see* Period

G

Genealogical tables as illustrative matter, 5C2
 Glossary, p. 61-62
 Gothic capitals, transcription of, 0H
 Graphic process or technique, option to add to illus-
 tration statement, 5C1
 Gregorian calendar and date(s) of publication, etc.,
 4D2-4D4
 Guide letters, 0G

H

Hand-colored illustrations, 5C3
 Hand coloring, 7C18
 Headpieces not regarded as illustrations, 5C1
 Height (of volume), *see* Size
 Holdings, library's, 0G, 7C7, 7C18
 Honor, titles of, in statement of responsibility, 1G7
 Hyphen, use of
 with title proper of multivolumed works, 1B5,
 1E2
 with two or more dates of publication, etc., 4D9

I

i (letter), transcription of, 0H
 "i.e.", use of
 with corrections to misprints, 0G
 with corrections to publication information, 4A3,
 4B5, 4B9, 4C5, 4D4-4D5, 4E2-4E3
 with misprints, 0G
 ISBD(A), 0A
 ISBN, 8
 ISSN, 8
 Illumination, 7C18
 Illustrated title page
 not regarded as illustration, 5C1
see also Engraved title page
 Illustration, definition, p. 61
 Illustration statement, 5C
 option to add graphic process or technique, 5C1
 Illustrations
 as entire or main content of work, 5C6

colored, 5C3
 hand-colored, 5C3
 illustrated title pages not regarded as, 5C1
 in pockets, 5C7
 numbering, 5C4, 5C7
 on lining papers, 5C5
 option to disregard minor illustrations in illustration statement, 5C1
 option to specify particular types, 5C2
 typographical ornaments not regarded as, 5C1
 Imperfect copies, 0B2, 5B16, 7C18
 Impression
 as edition statement, 2B2, 2D3
 definition, p. 61
 Imprint, *see* Publication, etc., area
 "in various pagings (or foliations)", 5B8
 Inaccuracies, *see* Errors in item; Fictitious publication, etc., details
 Incipit
 as source of title, 1B6, 7C3
 definition, AACR 2, App. D
 Incomplete sets, 5B22
 Incunabula, 7C10, 7C14
 Initialisms, *see* Initials
 Initials
 of membership in societies, omitted from statement of responsibility, 1G8
 of religious orders, in statement of responsibility, 1G8
 recording without internal spaces, 0K
 treatment of spaces left by printer, 0G
 two or more sets, separating with spaces, 0K
 Inscriptions, 7C18
 Inseparably linked data
 date(s) of publication, etc., and other elements or areas, 4D1
 edition statement and element(s) from another area, 2B6, 2B8
 names of publishers, 4A1
 nonessential data and other elements, 1A2, 1G8
 other title information and non-title elements, 1D4
 parallel titles, 1C
 places of publication, 4A1
 respondent and praeses functions as part of another element, 1G4
 statement of responsibility and element(s) from another area, 1G13
 statement of responsibility preceding title proper, 1G3
 title proper and non-title element(s), 1B1
 title proper and other title information, 1D2
 title proper and subordinate titles, 1D2

titles of parts, 1E1
 two or more persons or corporate bodies, 1G4
International Standard Bibliographic Description for Older Books (Antiquarian), 0A
 International Standard Book Number (ISBN), 8
 International Standard Serial Number (ISSN), 8
 Interpolations, 0E
 language and script, 0F
 Interrogation point, *see* Question mark
 Invocations, pious, in title page transcription, 1A2
 Issue
 as edition statement, 2B2
 definition, p. 61

J

 j (letter), transcription of, 0H
 Julian calendar and date(s) of publication, etc., 4D2-4D4

L

 Labels (mounted imprints), 4A4, 7C8
 Lacunae, 0B2
 Language of description, 0F, 7C2
 two or more languages
 choice of language of edition statement, 2B9
 choice of language of place of publication, 4B13
 choice of language of publisher statement, 4C12
 choice of title page as chief source where t.p. is in more than one language, 0C2(e)
 see also Translations
 Leaf, definition, AACR 2, App. D
 Leaf of plates, definition, p. 61
 Leaves, *see* Pagination
 Leaves, double, 5B12
 Leaves, folded, 5B11, 5C7
 Leaves, successive (title page information), 0C1-0C2
 Leaves of plates, 5B10-5B11
 Lettered leaves, pages, etc., 5B2
 Letterpress title page as chief source of information, 0C2
 Letters, early forms of, transcription, 0H
 guide, 0G
 initial, *see* Initials
 Library of Congress policy on application of rules, 0A (note 1)
 Library of Congress policy on transcribing punctuation, 0E (note 2)

Library of Congress typographical facilities, 0F
(note 3)
Library's holdings, 0G, 7C7, 7C18
Ligatures, spelling of, 0H
Limited edition, 7C7, 7C18
Lines, number of, 7C10
 option to give number of columns, number of
 lines, and type measurements for post-1500
 works, 7C10
Lining papers containing illustrations, 5C5
Linked data, inseparably, *see* Inseparably linked
data
Loose-leaf publications, 5B9

M

Manuscript additions to publications, 0G, 7C18
Maps as illustrative matter, 5C2-5C7
Marks of contraction, expansion, 0J2, 7C9
Marks of omission, *see* Omission, marks of
Material (or type of publication) specific details
area, 3
Metal cuts, 5C1
Miniature books, size of, 5D1
Misprints, etc., *see* Errors in item
Mottoes in title page transcription, 1A2
Multilingual items, *see* Language of description
Multipart item, definition, AACR 2, App. D
Multipart items
 extent, 5B17-5B22
 option to record date of each volume in note, 4D9
 use of "with" notes, 7C19
 with changes in place of publication, 4B7
 with changes in publisher, etc., 4C7
 with continuous pagination, option to record
 pagination of each unit, 5B20
 with different volume heights, 5D3
 with several chief sources of information, 0C2
 with title proper including numbering, etc., 1B5,
 1E2
 with two or more dates of publication, etc.,
 4D9-4D10
 without continuous pagination, option to record
 pagination of each unit, 5B21
Multivolumed items, *see* Multipart items
Music as illustrative matter, 5C2

N

Names

as title proper, 1B4
in publication, etc., area, 4B-4C
"No more published" notes, 5B22, 7C8
Nobility, titles of, in statement of responsibility,
1G7

Note area

general rules and instructions, 7A-7C
paragraphing, 7B1
prescribed sources of information, 0D, 7B2
punctuation, 7B1

Notes

combining two or more notes, 7C (introd.)
containing introductory words or phrases, 7B3
containing quotations, 7B3
copy-specific, 0G, 7C7, 7C18
form of, 7B3
mandatory, use of, 7A
"no more published" notes, 5B22, 7C8
on accompanying material, 5E1, 7C11, 9B
on additional titles not named on t.p., 1E2
on bibliographical description of work based on
imperfect copy, 0B2, 5B16, 7C18
on blank leaves or pages, 5B1, 5B3, 7C10
on chief source of information (t.p.), 0C2-0C3
on contents, 1D2, 1F1-1F2, 5B18-5B19, 7C16,
7C19
on correction of printing date when recorded as
publication date, 4D6
on dated carrier's addresses, 4D1
on dated proclamations, 4D1
on date(s) of publication, etc., 4D1, 4D5-4D10,
4E2-4E3
on designations such as numbering in title
proper, 1B5
on edition and bibliographic history of item,
2A2, 2B5, 2B7, 7B4, 7C7, 7C12-7C13, 7C19
on extent, 5B1, 5B3, 5B8, 5B12-5B22, 7C10
on guide letters for initial letters, 0G
on illustrations, 5C1, 5C3, 5C5, 5C7, 7C10, 7C18
on imprint of multipart items or multivolumed
works, 4B7, 4C7, 4D9-4D10
on inferred name of publisher, 4C8-4C9
on language of publication, etc., 5B14, 7C2
on lengthy subordinate titles, 1G14
on lengthy statements of date of publication, 4D5
on missing leaves or pages, 5B16
on multipart or multivolumed items, 4B7, 4C7,
4D9-4D10, 7C8, 7C10
on nature, scope, or artistic form of item, 7C1
on nonessential or peripheral information, 1A2

on numbering of pages in opposite directions, 5B14
 on original position of transposed elements, 1B7, 2C2
 on original publication details when covered by a label, 4A4
 on original titles not on t.p., 1C
 on other title information, 1D1-1D3, 1D6, 7C5
 on pagination of publication in more than one physical unit, 5B20-5B21
 on parallel titles, 1C, 7C5
 on physical description, 5B-5C, 5E, 7C10-7C11
 on place of publication, 4B7, 4B9-4B13
 on printer statement, 4C13, 4E1
 on publication, etc., area, 4A2-4A6, 7C8
 on publications without a collective title, 1E2
 on published description of a work when applying option to omit imprint information, 4A5
 on publisher statements, 4C4-4C9, 4C12-4C13
 on reading of title(s) in case of transposition, 1B7
 on "References", 4A5, 7C14
 on romanization of title proper, 7C4
 on series data, 7C12
 on single sheet publications, 1F, 7C10
 on source of corrected publication details, 4A3, 4B9, 4C5
 on source of title page information, 0C2-0C3, 1A2, 1B1, 1B5-1B7, 7C3
 on source of title proper, 0C3, 1B1, 1B5-1B7, 1F, 7C3
 single sheet publications, 1F
 on sources of data other than t.p. for first three areas, 0D
 on source of devised title, 1B6
 on spaces for initial letters, 0G
 on speculative publication, etc., information, 4A3
 on statement of responsibility, 1G1-1G3, 1G9, 1G14, 7C6
 on statement of responsibility relating to edition, 2C2-2C3
 on supplied place of publication, 4B10-4B12
 on symbols in the description, 0F
 on title proper, 0C3, 1B1, 1B5-1B7, 1D6, 7C3-7C4
 single sheet publications, 1F
 on transposition of data, 1B1, 1B7, 1G3, 2B7, 2C2-2C3, 7A, 7C6
 on unpublished or miscellaneous collections, 4A6
 on variations in title, 0C2, 1B5, 1B7, 7C4-7C5
 on volumes as bound, 5B17
 on volumes as issued, 5B18

optional, on additional imprint information, 4A2
 optional, on chronograms, 4D1
 optional, on early copyright dates, 4D7 (note 6)
 optional, on multiple sequences of leaves or pages, 5B8, 5B20-5B21
 optional, on nonessential series information, 7C12
 optional, on other title information, 1D3, 7C5
 optional, on pagination of publication in more than one physical unit, 5B20-5B21
 optional, on parallel publisher statements, 4C12
 optional, on parallel statements of place of publication, 4B13
 optional, on parallel titles, 7C5
 optional, on pieces of collection of varying character, 5B19
 optional, on romanization of title proper, 7C4
 optional, on signatures, 7C9
 optional, on source of information in statement of responsibility area when it is not t.p., 7C6
 optional, on subordinate titles, 1D3
 optional, on transposition of data, 1B1, 1G3, 2B7, 2C3, 7A, 7C6
 optional, on typographical ornaments, 5C1, 7C10
 optional, on volume dates, 4D9
 order of information in, 7B3
 quotations in, 7B3
 summary of content, 7C15
 "with" notes, 1F3, 7C19
 "with, on verso" notes, 1F2
 Noun phrases, *see* Words or phrases
 Number of columns, *see* Columns, number of
 Number of lines, *see* Lines, number of
 Numbers borne by a publication, 7C7
 see also Copy numbers

O

Office held, omitted from statement of responsibility, 1G8
 Omission, marks of
 not used in omitting entire element or area, 0E
 not used in omitting first elements from description of single sheets, 1F
 not used in omitting information not part of any area, 0E, 1A2
 not used in omitting place and publisher statements (unpublished or miscellaneous collections), 4A6
 not used in omitting volume or part numbers from title and statement of responsibility area, 1A2

not used in omitting words and phrases from date of publication, 4D1
 not used in transposing data, 1A2
 not used with supplied phrase in publisher statement, 4C6
 Omission, marks of, use of
 general rules, 0E
 in source, 0E
 in place statement, 4D1
 in publication, etc., area, 4A5
 in publisher statement, 4C2, 4D1
 with lacunae in source of information, 0B2, 0E
 with omission of date of publication, etc., from another element, 4D1
 with omissions from statement of responsibility, 1G5, 1G8
 with omissions from title proper, 1B8, 1F
 with omitted other title information, 1D3
 with single sheet publications, 1F
 Opening words of text, *see* Incipit
 Optional notes, *see* Notes, optional
 Optional rules
 adding graphic process or technique in illustration statement, 5C1
 adding words or phrases to clarify statement of responsibility, 1G9
 counting blank leaves at beginning or end in works created after 1800, 5B3
 describing accompanying material independently or mentioning it in note, 5E1, 7C11
 devising title for collection without meaningful title, 1E2
 disregarding minor illustrations in illustration statement, 5C1
 giving addresses in publisher statement, 4C2
 giving brief summary of content of publication, 7C15
 giving format of works created after 1800, 5D1
 giving parallel edition statements, 2B9
 giving parallel statements of responsibility relating to edition, 2C4
 giving physical description of accompanying material after its name, 5E1, 7C11
 noting additional imprint information, 4A2
 noting chronogram when date of publication, etc., is given in arabic numerals, 4D1
 noting early copyright date, 4D7 (note 6)
 noting issue or binding information at end of "with" note, 7C19
 noting lengthy other title information and/or parallel titles not transcribed, 1D3, 7C5
 noting nature of pieces of collection of items of varying character, 5B19

noting nonessential series information, 7C12
 noting number of columns, number of lines, and type measurements for post-1500 works, 7C10
 noting original position of transposed elements and/or areas on t.p., 1B1, 1G3, 2B7, 2C3, 7A, 7C6
 noting pagination of physical units of multipart items, 5B20-5B21
 noting parallel publisher statements, 4C12
 noting parallel statements of place of publication, 4B13
 noting romanization of title proper, 7C4
 noting sequences of leaves or pages, 5B8, 5B20-5B21
 noting signatures of a work, 7C9
 noting source of information in statement of responsibility area when it is not t.p., 7C6
 noting typographical ornaments, 5C1, 7C10
 noting volume dates, 4D9
 omitting less important imprint information, 4A5, 4C2
 omitting names of all responsible persons or bodies after the third in single statement of responsibility, 1G5
 omitting names of publishers after the first, 4C6
 recording all punctuation in sources, as well as prescribed punctuation, in all cases, 0E
 recording all punctuation in sources, as well as prescribed punctuation, except when punctuation marks are the same, 0E
 recording date of publication, etc., in form in which it appears, 4D1
 recording date of publication, etc., in order in which it appears, 4D1
 romanizing title proper, 7C4
 showing actual wording of t.p. by transcribing title information, 7C4
 specifying types of illustrations, 5C2
 transcribing roman numerals in date(s) of publication, etc., as they appear, 4D1
 using double or duplicate punctuation, 0E
 Original title
 recorded as other title information, 1C
 recorded in edition statement, 2B8
 Ornaments, typographical
 not recorded as illustrations, 5C1
 option to mention in note, 5C1, 7C10
 Other title information
 abridgment, 1D3
 and nouns or noun phrases with statements of responsibility, 1G11
 definition, AACR 2, App. D

general rules, 1D
 option to give in note, 1D3, 7C5
 punctuation between units, 1A1
 sources of information, 0D, 1A2, 1D1
 subordinate title(s) treated as, 1D2, 1G14
 subsidiary titles preceding chief title on t.p., 1B2
 Other title information, parallel, 1D5

P

Pages, facing (title page information), 0C1-0C2
 Pages of plates, 5B10
 Pagination, 5B
 double (same pages), 5B15
 duplicated (different pages), 5B13
 Paragraphing, 0E
 note area, 7B1
 physical description area, 5A1
 see also Punctuation of description
 Parallel edition statements, option to record, 2B9
 Parallel other title information, 1D5
 Parallel publisher statements, option to record in note, 4C12
 Parallel statements of place of publication, option to record in note, 4B13
 Parallel statements of responsibility, 1G10
 Parallel statements of responsibility relating to edition, option to record, 2C4
 Parallel title, definition, AACR 2, App. D
 Parallel titles
 general rules, 1C
 option to give in note, 7C5
 punctuation, 1A1
 statements of responsibility for, 1G10
 Parentheses, use of, 0E
 replacing square brackets in transcription, 0E
 with date of reprinting, 4E2
 with expanded extent statement, 5B1
 with format, 5D1
 with pagination of publication in more than one physical unit, 5B20-5B21
 with phrase "from t.p." in formal contents notes, 7C16
 with physical description of accompanying material, 5A1, 5E1
 with statement of format, 5A1
 Part, definition, AACR 2, App. D
 Patronage, statements of, in title page transcription, 1A2
 Period, use of,
 general rules, 0E
 with titles of parts by different persons or bodies, 1E1

Period-space-dash-space (prescribed punctuation)
 general rules, 0E
 preceding edition area, 2A1
 preceding publication, etc., area, 4A1
 Personal names as title proper, 1B4
 Phrases, *see* Words or phrases
 Physical description area
 paragraphing, 5A1
 prescribed sources of information, 0D, 5A2
 punctuation, 5A1
 Pi, use of, in signatures note, 7C9
 Pieces (specific material designation), 5B19
 option to itemize or describe in note, 5B19
 Place names (publication, etc., area), *see* Place of publication
 Place of distribution, 4 (introd.), 4B
 Place of printing, 4 (introd.), 4B, 4E1
 Place of publication
 abbreviated form in source, 4B5
 and preposition before name of principal place, 4B2
 and words or phrases associated with name, 4B2
 as part of another area, 4B8
 as part of another element, 4B6, 4B8
 as part of publisher statement, 4B8, 4C3
 fictitious or incorrect information, 4B9
 general rules, 4B
 identification by means of additions, 4B3-4B5
 omitted from description of unpublished or miscellaneous collection, 4A6
 parallel statements, option to record in note, 4B13
 scope of term, 4 (introd.)
 supplied, 4B9-4B12
 two or more languages or scripts, choice of, 4B13
 two or more places, 4B6-4B7
 use of modern English form of supplied name, 4B4 (note 4), 4B8-4B12
 Plan, definition, AACR 2, App. D
 Plans as illustrative matter, 5C2
 Plate, definition, p. 61
 Plates, 5B10-5B11
 Plus sign, use of
 with statement of accompanying material, 5A1, 5E1
 with unknown foliation or pagination, 5B16
 Pockets containing illustrative matter, 5C7, 5E2, 7C11
 Portfolio, definition, AACR 2, App. D
 Portfolios, 5B1, 5B8, 5B17, 5B21
 Portraits as illustrative matter, 5C2
 Position or office held, omitted from statement of responsibility, 1G8

Praeses (academic disputations)
 definition, AACR 2, App. D
 in statement of responsibility, 1G4

Preliminaries
 as source of information, 0D, 1G1, 2A2, 4A2
 definition, AACR 2, App. D

Prepositions with places of publication, 4B2

Prescribed sources of information, *see* Sources of information

Price, 1A2, 8

"Printed in the year", omitted from date of publication, 4D1

Printer
 as publisher, 4 (introd.)
 identification of, in physical description note, 7C10
 in publisher statement, 4C1-4C2, 4C13
 location of printer sometimes preferred to that of publisher for very early publications, 4B10

Printer statement
 and publisher statement in separate sources, excluding t.p., 4C13
 as publisher statement where there is also a known publisher, 4C13
 in source other than t.p., 4E1

Printer's address as substitute for name of printer in source, 4B11, 4C2, 4C4

Printer's sign as substitute for name in source, 4B11, 4C2, 4C4

Printing, *see* Impression

Privilege statement, 7C8

Proclamations, date(s) of publication, etc., 4D1

Prospectuses, 7C1

Provenance, 7C18

Pseudonym, definition, AACR 2, App. D

Pseudonyms in statement of responsibility, 1G8

Publication, etc., area
 collections, unpublished or miscellaneous, 4A6
 fictitious or incorrect information, 4A3-4A4, 4B9, 4C5
 general rules, 4A-4E
 option to omit less important information, 4A5
 option to record additional imprint information in note, 4A2
 prescribed sources of information, 0D, 4A2
 punctuation, 4A1
 speculative details, 4A3

Publications, discontinued, 5B22

Publisher
 recorded outside publication, etc., area, 4C11
 scope of term, 4 (introd.)

Publisher statement
 and printer statement in separate sources, excluding t.p., 4C13

author as publisher, 4C11
 complex statement, 4C6
 fictitious or incorrect information, 4C5
 general rules, 4C
 omission of qualifications, addresses, etc., 4C2
 omitted from description of unpublished or miscellaneous collection, 4A6
 option to include addresses, 4C2
 option to omit insignificant information, 4C2
 option to omit names of publishers after the first, 4C6
 place of publication in, 4B8, 4C3
 printer statement as substitute for, where publisher is known, 4C13
 supplied, 4C4, 4C8-4C9, 4C11
 two or more languages or scripts, choice of, 4C12
 two or more statements, 4C6-4C7

Publisher statements, parallel, option to record in note, 4C12

Publisher's address, *see* Address of publisher, etc.

Publisher's device
 in publisher statement, 4C8
 in title page transcription, 1A2

Publisher's sign as substitute for name in source, 4B11, 4C4

Punctuation of description
 edition area, 2A1, 2C1
 general rules, 0E
 option to record all punctuation in sources, 0E
 option to use double punctuation, 0E
 other title information, 1A1
 parallel titles, 1A1
 physical description area, 5A1
 publication, etc., area, 4A1
 publications without collective title, 1E1
 single sheet publications, 1F
 substitution of different marks, 0E
 title and statement of responsibility area, 1A1, 1B7, 1E
 title proper containing volume numeration, 1B5, 1E2
 titles of parts with no collective title, 1E1
see also name of specific mark of punctuation, e.g. Colon; Square brackets

Q

Qualifications, academic, omitted from statement of responsibility, 1G8

Question mark, use of

preceding mark of omission, 0E

with conjectural interpolation, 0E

with conjectural meaning of abbreviation or contraction, 0J2

with supplied publisher where uncertain, 4C9

with uncertain date(s) of publication, etc., 4D8

with uncertain place of publication, 4B12

Quotations in notes, 7B3

R

Reference source, definition, AACR 2, App. D

Reference sources

for basic description, 0B2

for contents notes, 7C16

for date(s) of publication, etc., 4D8

for notes, 4A5, 7A, 7B3-7B4, 7C9, 7C14

for printer statement, 4E1

for publication, etc., area, 4A2, 4A5

"References" notes, 4A5, 7C14

Religious orders, initials of, in statement of responsibility, 1G8

Reprint, definition, AACR 2, App. D

Reprints, imprint dates of, 4E2

Respondent (academic disputations)

definition, AACR 2, App. D

in statement of responsibility, 1G4

Rolls, 5B1, 5B3, 5B17

Roman numerals

and arabic numerals in same sequence of pagination, 5B5

capitalization, 0H

changed to arabic numerals in date of publication, 4D1

erroneous or misprinted in date(s) of publication, etc., 4D1, 4D5

option to transcribe as they appear in date(s) of publication, etc., 4D1

pagination, 5B2

Romanization

definition, AACR 2, App. D

interpolations, 0F

option to use for title proper, 7C4

Rubrication, 7C18

S

"s.l.", use of, 4B12

"s.n.", use of, 4C9

Samples as illustrative matter, 5C2

Script of description, 0F

two or more scripts

choice of script of edition statement, 2B9

choice of script of place of publication, 4B13

choice of script of publisher statement, 4C12

choice of title page as chief source where t.p. is in more than one language, 0C2(e)

Sections of items

punctuation between, 1A1, 1B7

title proper in two or more parts not grammatically linked, 1B7

Semicolon

not used in edition area to separate details of appendices, etc., from preceding statement(s) of responsibility, 2C3

Semicolon, use of

preceding each subsequent statement of responsibility, 1A1

preceding each subsequent statement of responsibility relating to edition, 2A1

preceding each subsequently-named place of publication, 4A1

preceding size in physical description area, 5A1 with titles of parts by same person(s) or body

(bodies), 1E1

Sequel, definition, AACR 2, App. D

Sequels, 7B4, 7C7

Series, definition, AACR 2, App. D

Series area, 6, 7C12

option to give nonessential series information in note, 7C12

prescribed sources of information, 0D

Sheets, extent, 5B1, 5B3, 5B17, 5D4

Sheets, folded, *see* Folded sheets

"sic", use of, 0G

Sign, printer's, as substitute for name in source, 4B11, 4C2, 4C4

Sign, publisher's, as substitute for name in source, 4B11, 4C4

Signatures (gatherings), option to make note of, 7C9

Sine loco (s.l.), 4B12

definition, AACR 2, App. D

Sine nomine (s.n.), 4C9

definition, AACR 2, App. D

Single sheet publication, definition, p. 62

Single sheet publications

as accompanying material, 9B

caption title as title proper, 1F

extent, 5B1, 5B3, 5B17, 5D4
 format, 5D1
 general rules, 1F
 omitted first elements, 1F
 prescribed source of information, 0D
 punctuation, 1F
 size, 5D4
 two or more works
 with collective title, 1F1
 without collective title and intended to be
 issued separately, 1F3
 without collective title and intended to be
 issued together, 1F2
 Size
 bound publications, 5D1, 5D5
 general rules, 5D
 miniature books, 5D1
 multivolume set, 5D3
 publications in library binders, 5D1
 single sheets, 5D4
 unbound publications, 5D1
 width greater than height, 5D2
 Slash, diagonal, *see* Diagonal slash
 Societies, initials of membership in, omitted from
 statement of responsibility,
 1G8
 Sources of information, 0C-0D
 edition area, 2A2
 note area, 7B2-7B4
 physical description area, 0D, 5A2
 publication, etc., area, 0D, 4A2
 single sheet publications, 0D
 summary of prescribed sources, 0D
 title and statement of responsibility area,
 0C-0D, 1A2, 1B1, 1B6, 1D1, 1E-1F, 1G1-1G2,
 1G6, 7C3-7C6
 see also Chief source of information; Reference
 sources
 Space, use of
 between titles of parts, 1E1
 general rules, 0E
 Specific material designation, 5B1, 5B8, 5B17-5B22
 Spelling
 gothic capitals, 0H
 i and j, 0H
 older and nonstandard forms, 0G
 u, v and w, 0H
 Square brackets
 in source, 0E
 not used in transcribing from prescribed sources,
 0D, 1F
 not used with initial letters represented by
 spaces only, 0G

Square brackets, use of, 0E
 with abbreviation "s.l.", 4B12
 with abbreviation "s.n.", 4C10
 with adjacent elements, 0E
 with adjacent expansions or supplied words, 0J2
 with corrected extent information, 5B4
 with corrected publication details, 4A3, 4B9,
 4C3, 4D3-4D6, 4E2-4E3
 with corrections to misprints, 0G
 with data transcribed from nonprescribed
 sources, 0D, 1A2
 with devised title, 1B6
 with formalized date(s) of publication, etc.,
 4D1-4D5
 with inferred date of reprinting, 4E2
 with interpolations, 0E, 7B2
 with lacunae in source of information, 0B2
 with mark of omission and "et al." in statement
 of responsibility, 1G5
 with names or descriptions of nonreproducible
 characters, 2B4
 with statement of responsibility not taken from
 t.p., 1G1
 with supplied alternative form of name of place
 of publication, 4B3
 with supplied arabic numerals for blank leaves
 or pages, 5B3, 5B7
 with supplied date(s) of publication, etc.,
 4D7-4D8
 with supplied descriptive terms in signatures
 note, 7C9
 with supplied full form of name of place of publi-
 cation, 4B5
 with supplied letters in place of contractions, 0J2
 with supplied letters in place of symbols, etc., in
 signatures note, 7C9
 with supplied name of country, etc., of place of
 publication, 4B4
 with supplied name of publisher, 4C4, 4C8-4C9,
 4C11
 with supplied phrase in English indicating
 omission of publishers' names, 4C6
 with supplied place of publication, 4B8,
 4B10-4B12
 with supplied words in place of abbreviations or
 contractions, 0J2
 with supplied word(s) or abbreviation(s) in edi-
 tion statement, 2B4
 with title proper of multivolumed works, 1B5,
 1E2
 with titles of works not named on t.p., 1E2
 Standard number and terms of availability area, 8
 prescribed sources of information, 0D

State, definition, p. 62

Statement of responsibility

- academic disputations (praeses, respondent), 1G4
- and element(s) from another area, 1G13
- and nouns or noun phrases, 1G11
- definition, AACR 2, App. D
- following edition statement, 2C2
- general rules, 1G
- no person or body named, 1G12, 1G14
- omissions (including optional omissions), 1G5, 1G8
- option to add explanatory words or phrases, 1G9
- option to note source of information when it is not t.p., 7C6
- option to omit all responsible persons or bodies after the third, 1G5
- order of data, 1G6
- preceding title proper, 1G3
- punctuation, 1A1
- single statement
 - academic disputations, 1G4
 - two or more persons or bodies named, 1G4-1G5
- sources of information, 0D, 1A1, 1G1-1G2, 1G6
- subordinate title(s) treated as, 1G14
- titles of honor, nobility, address, etc., 1G7
- two or more statements, 1G6
- with parallel titles, 1G10
- see also* Statements of responsibility, parallel

Statement of responsibility relating to edition

- appendices, etc., applying to edition in hand, 2C3
- general rules, 2C-2F
- no person or body named, 2C1
- not used for first editions, 2C2
- punctuation, 2A1, 2C1
- statements relating to subsequent edition statement(s), 2E1-2E2
- see also* Statements of responsibility relating to edition, parallel

Statements of patronage in title page transcription, 1A2

Statements of responsibility, parallel, 1G10

Statements of responsibility relating to edition, parallel, option to record, 2C4

Statement(s) of responsibility relating to subsequent edition statements, 2E1-2E2

Subordinate titles, *see* Titles, subordinate

Subsequent edition statement(s), 2D-2F

Subsequent statements of responsibility, *see* Statement of responsibility

Subsidiary titles as part of title proper, 1B2

Successive leaves (title page information), 0C1-0C2

Summary of content of item, option to give brief, 7C15

Supplement, definition, AACR 2, App. D

Supplementary items

- general rules, 9A-9B
- single sheets, 9B

Supplements

- punctuation before titles of, 1A1, 1B7
- title proper in two or more parts, 1B7

Supplied title, 1A2, 1B6, 1E2

- definition, AACR 2, App. D
- option to devise for collection without meaningful title, 1E2

Symbols

- in edition statement, 2B4
- in signature note, 7C9
- in statement of responsibility, 1G8
- replacement of, 0F

T

Tables not regarded as illustrations, 5C1

Tailpieces not regarded as illustrations, 5C1

Terms of availability, 1A2, 8

Theses, *see* Dissertations

Title

- definition, AACR 2, App. D
- see also* Caption title; Chief title; Collective title; Original title; Parallel title; Supplied title; Title page, lack of

Title and statement of responsibility area

- general rules, 1A-1G
- punctuation, 1A1
- sources of information, 0C-0D, 1A2, 1B1, 1B6, 1D1, 1E-1F, 1G1-1G2, 1G6, 7C3-7C6
- statement(s) of responsibility relating to first editions always recorded in, 2C2

Title page

- as source of information, 0C-0D, 1A2, 2A2, 4A2
- lack of, 0C3, 1B6
- missing, 0C3
- option to transcribe title information to show actual wording of t.p., 7C4
- several title pages, 0C2, 4D10
 - two or more languages or scripts, choice of chief source, 0C2(e)
- term used for title page substitute also, 0C3
- see also* Engraved title page; Illustrated title page; Letterpress title page

Title proper

- abridgment, 1B8
- and chief title, 1B8

<p>consisting solely of name of person or body, 1B4 definition, p. 62 explanatory addition, 1D6 general rules, 1B length, 1B8 numeration within, 1B5, 1E2 option to romanize in note, 7C4 sections of items, 1B7 sources of information, 1A2, 1B1, 1B6 supplementary items, 1B7, 9A Titles, alternative, 1B3 Titles, misleading, 1B6, 1E2 Titles, parallel, <i>see</i> Parallel titles Titles, subordinate as other title information, 1D2-1D3, 1G14 as subsequent statement(s) of responsibility, 1G14 omission of lengthy titles, 1G14 option to record in note, 1D3 Titles, subsidiary, as part of title proper, 1B2 Titles of honor, nobility, address, etc., in statement of responsibility, 1G7 Transcription of title, <i>see</i> Inseparably linked data; Title and statement of responsibility area; Title proper; Transposition of data Translations, 7C2 Transposition of data edition statement and nonedition elements, 2B7 edition statement and statement of responsibility relating to edition, 2C2 not indicated by marks of omission, 1A2 option to note original position of transposed elements and/or areas on t.p., 1B1, 1G3, 2B7, 2C3, 7A, 7C6 title proper and nontitle elements, 1B1 title proper and statement of responsibility, 1G3 title proper and title of section or supplement, 1B7 Type measurements, 7C10 option to give number of columns, number of lines, and type measurements for post-1500 works, 7C10 Type of publication specific details area, <i>see</i> Material (or type of publication) specific details area Typographical ornaments, <i>see</i> Ornaments, typographical</p> <p>U</p> <p>u (letter), transcription of, 0H</p>	<p>Unnumbered leaves, pages, etc., 5B1-5B3, 5B7-5B8, 5B10, 5B12, 5B16, 5B21</p> <p>V</p> <p>v (letter), transcription of, 0H Variant, definition, p. 62 Vignettes not regarded as illustrations, 5C1 Virgule, transcription when used as a comma, 0E Volume, definition, AACR 2, App. D Volumes, number of, 5B17-5B22, 7C10, 9B</p> <p>W</p> <p>w (letter), transcription of, 0H Width (of volume), <i>see</i> Size "With" notes, 1F3, 7C19 on single sheet publications, 1F3 option to include issue or binding information at end of note, 7C19 "With, on verso" notes, 1F2 Woodcuts, 5C1, 7C6, 7C10 Words or phrases as supplied title, 1A2, 1B6, 1E2 explanatory, option to add to statement of responsibility, 1G9 explanatory, with edition statement, 2B1, 2B4 explanatory, with place of publication, 4B3-4B5 explanatory, with publisher statement, 4C6 explanatory, with title proper, as other title information, 1D6 in single sheet publications, 1F introductory, in formal notes, 7B3 noun or noun phrases, 1G11 omitted from date(s) of publication, 4D1 option to devise title for collection without meaningful title, 1E2 option to transcribe as they appear in date of publication, 4D1 with name of principal place of publication, 4B2 with statements of responsibility, 1G7-1G9, 1G11 Works created after 1800 option to count blank leaves at beginning and end, 5B3 option to give format, 5D1 rules for cataloging at LC, 0A (note 1) Works created before 1801 counting blank leaves at beginning and end, 5B3 format, 5D1 rules for cataloging at LC, 0A (note 1)</p>
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APPENDIX

Index of Terms Relevant to Single Sheet Publications

The terms listed here are all found in the general Index. They are repeated here for the convenience of broadsides catalogers and others concerned with single sheet publications. For terms of general application, including definitions, the main index should be consulted.

- Broadsheets, *see* Single sheet publications
- Broadsides, *see* Single sheet publications
- Caption title, single sheet publications, 1F
- Carrier's addresses, date(s) of publication, etc., 4D1
- Chief source of information, 1F
- Collections
 - with collective title, single sheet publications, 1F1
 - without collective title, single sheet publications, 1F2-1F3
- Collective title as title proper of single sheet publication, 1F1
- Contents notes, 1F1-1F2, 7C16, 7C19
 - single sheet publications, 1F1-1F2
- Date(s) of publication, etc.
 - carrier's addresses, 4D1
 - proclamations, 4D1
- Extent, statement of, single sheet publications, 5B1, 5B3, 5B17, 5D4
- Folded sheets
 - extent, 5B1, 5B3, 5D4
 - size, 5D4
- Folder, definition, p. 61
- Folders, 5B1, 5B3, 5D4
- French folds (as separate publications), *see* Single sheet publications
- Notes
 - on dated carrier's addresses, 4D1
 - on dated proclamations, 4D1
 - on single sheet publications, 1F, 7C10
 - on source of title proper, single sheet publications, 1F
 - on title proper, single sheet publications, 1F
- Omission, marks of, not used in omitting first elements from description of single sheets, 1F
- Omission, marks of, use of
 - with omissions from title proper, 1B8, 1F
 - with single sheet publications, 1F
- Proclamations, date(s) of publication, etc., 4D1
- Punctuation of description, single sheet publications, 1F
- Rolls, 5B1, 5B3, 5B17
- Sheets, extent, 5B1, 5B3, 5B17, 5D4
- Sheets, folded, *see* Folded sheets
- Single sheet publication, definition, p. 62
- Single sheet publications
 - as accompanying material, 9B
 - caption title as title proper, 1F
 - extent, 5B1, 5B3, 5B17, 5D4
 - format, 5D1
 - general rules, 1F
 - omitted first elements, 1F
 - prescribed source of information, 0D
 - punctuation, 1F
 - size, 5D4
 - two or more works
 - with collective title, 1F1
 - without collective title and intended to be issued separately, 1F3
 - without collective title and intended to be issued together, 1F2
- Size, single sheets, 5D4
- Sources of information
 - single sheet publications, 0D
 - title and statement of responsibility area, 1E-1F
 - see also* Chief source of information
- Square brackets, not used in transcribing from prescribed sources, 0D, 1F
- Supplementary items, single sheets, 9B
- Title and statement of responsibility area, sources of information, 0D, 1E-1F
- "With" notes, 1F3, 7C19
 - on single sheet publications, 1F3
- "With, on verso" notes, 1F2
- Words or phrases in single sheet publications, 1F









